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3 DEC 1968

**MEMORANDUM FOR:** Directorate Information Processing Coordinators

**SUBJECT** : Semiannual ADP Management Report

**REFERENCE** : Bureau of the Budget Circular No. A-79  
Revised, May 23, 1967

1. Attached are instructions and formats for preparing submissions to the Agency's Semiannual Report of Accomplishments in the Management of Automatic Data Processing (for use in preparing report to the President). Bureau of the Budget Circular No. A-79 contains this requirement.

2. Only significant accomplishments during the current report period (1 July through 31 December 1968) are to be reported, with emphasis on benefits to the Agency's substantive programs and accomplishments against intelligence targets which resulted from ADP support. ADP Units are expected to coordinate their reporting with the customers they serve. Negative reports are to be submitted if no such benefits can be related to the ADP Unit's activities. Section III (Plans) is not required for this mid-fiscal year report.

3. Contributions to this report should furnish all of the information asked for and be classified appropriately by the contributing organizations. The Agency's report will be prepared by the IP Staff, classified and made available to the International Programs Division, Bureau of the Budget.

4. Directorate IP Coordinators are to review and approve the ADP Unit submissions, and forward one copy to O/PPB by 31 January 1969. This due date must be met to allow time for review and coordination of an Agency DRAFT report by the IPC's.

  
Chief, Information Processing Staff

Office of Planning, Programming, and Budgeting

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**Attachments:**  
As Stated

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENTS